

COMMERCIAL STRUCTURES



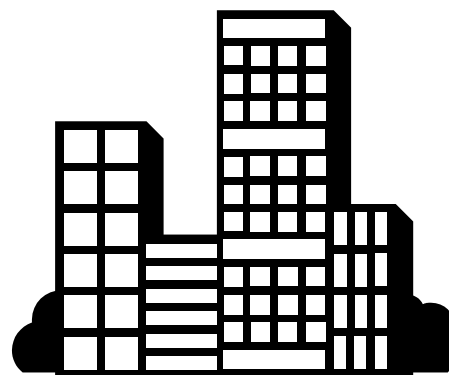
Fairfax County
VIRGINIA

Land Development Services

Department of Public Works and Environmental Services

Hours of Operation: Monday - Thursday: 8:00 a.m. to 4:00 p.m.
Friday: 9:15 to 4:00 p.m.

Location: **Herrity Building**
12055 Government Center Parkway
Fairfax, Virginia 22035
Telephone: 703-222-0801
TTY: 703-324-1877



Visit us on the web at: www.fairfaxcounty.gov/dpwes

This publication provides guidelines for building a new commercial structure or an addition to an existing commercial structure. All structures or buildings are considered commercial with the exception of detached one- and two-family dwellings and townhouses not more than three stories in height. The requirements herein are the most common and are not representative of all the conditions you may encounter when designing and constructing a new commercial structure.

Please note: This publication does not contain information regarding the site plan requirements for commercial construction. Most commercial construction in Fairfax County requires a site plan or minor site plan. For additional information please contact the Environmental and Site Review Division at **703-324-1720, TTY 711**.

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PERMITS REQUIRED

You must obtain permits for the construction of a commercial structure. Listed below are the possible types of permits required depending on the complexity of the project. Except as noted below, apply for permits at the **Permit Application Center** located at the Herrity Building, 2nd floor, telephone: **703-222-0801, TTY 703-324-1877**.

- **Building permit** for architectural and structural elements.
- **Electrical permit** for all electrical installations and fire alarm systems.
- **Mechanical permit** for installations of all elements and appliances associated with heating and air-conditioning systems, chemical exhaust systems, range hoods, etc.
- **Plumbing permit** for installations of all elements and appliances associated with plumbing and gas piping systems, fire sprinkler systems, storm drains, roof drains, etc.
- **Virginia Department of Transportation (VDOT) permit** for construction on or from a state-maintained road or for utility work in VDOT right-of-way. Apply at the **VDOT Permit Office**, 14628 Avion Parkway, Suite 120, Chantilly, telephone: **703-383-2888, TTY 711**.
- **Well/septic permit** for installing, altering or relocating private water or sewage systems. Apply at the **Health Department**, 10777 Main Street, Fairfax, telephone: **703-246-2201, TTY 711**.

BEFORE OBTAINING A PERMIT

BUILDING CODES

The *Code of Virginia* requires that a new building comply with the *2003 Virginia Uniform Statewide Building Code (USBC)* which incorporates the following model codes for commercial construction:

- *2003 International Building Code* (with ICC/ANSI A117.1-2003 for accessibility)
- *2003 International Energy Conservation Code* (with ASHRAE 90.1-2004)
- *2003 International Plumbing Code*
- *2003 International Fuel Gas Code*
- *2003 International Mechanical Code*
- *2002 National Electrical Code*

You may purchase these codes at the Publications Center in Suite 156 of the Government Center, 12000 Government Center Parkway, Fairfax, telephone: **703-324-2974, TTY 711**, or online at www.iccsafe.org. The codes are also available in the reference section of Fairfax County regional libraries.

The Fairfax County Fire and Rescue Department provides a free publication to facilitate the Fire Prevention Division review and approval. The *Code Reference Package* is available online at www.fairfaxcounty.gov/dpwes/publications.

SPECIAL PROGRAMS

Modified Processing Program facilitates the review of large, complex buildings when the real estate value is in excess of \$25 million and when improvements to existing buildings are valued at \$20 million or more. The program allows footing and foundation permits to be issued prior to full site plan and building plan approval. More information can be obtained at **703-324-1780, TTY 711**.

Commercial Revitalization Program provides expedited zoning reviews and facilitated site and building plan reviews for development in County designated revitalization districts. For more information about the program, call **703-324-1555, TTY 711** or visit the revitalization website at www.fcrevit.org.

Expedited Building Plan Review Program utilizes certified private sector peer reviewers to review construction documents for code compliance prior to submission to the county. Peer reviewed plans are expedited through the building plan review process in half the time of a non-peer reviewed plan. For more information about the program, call **703-222-0114, TTY 711**, or visit the county website at www.fairfaxcounty.gov/dpwes/epr.

Building Plan Review Pre-submission Conferences are available with Building Plan Review staff to discuss code issues. Contact the Building Plan Review Division at **703-222-0114, TTY 711** or bprmail@fairfaxcounty.gov for more information or to schedule an appointment.

Special Inspections Program requires the building owner to hire an inspection and testing agency to conduct inspections of specific building components and connections. Requirements of the Special Inspections Program are outlined in a publication entitled *Special Inspections: Implementation in Fairfax County*. To obtain a copy contact the Maps and Publications Center at **703-324-2974, TTY 711** or visit the county website at www.fairfaxcounty.gov/dpwes/publications.

MINIMUM SUBMISSION REQUIREMENTS

- ☐ Three sets of construction documents. Provide a fourth set when a Health Department review is required (see Page 6 for more information). The construction documents must be drawn with sufficient clarity and detail to illustrate the nature and character of the work to be performed and must meet the requirements or show the items listed below. Required forms are available at the Permit Application Center or online at www.fairfaxcounty.gov/dpwes/forms.
- ☐ At least one copy of the prepared Site Plan.

HELPFUL HINT: The site plan review process and the building plan review process may take place simultaneously. If the site plan is not approved at the time of building permit application, one copy of the site plan may be submitted with the building plans. However, an approved site plan is required prior to building plan approval.

General

- ☐ Minimum acceptable scale is $\frac{1}{8}$ inch = 1 foot or a metric scale of 1:100.
- ☐ All drawings must be prepared in ink or equivalent.
- ☐ Minimum plan sheet size is 21" x 30".
- ☐ The drawings may be required to be signed and sealed by a registered design professional licensed in the Commonwealth of Virginia. See page 7 for more information.
- ☐ Drawings must include the building address, name of establishment and tax map reference number.

Architectural

- ☐ Completed *Building Information Form*; attach one copy to each set of drawings.
- ☐ Completed *Statement of Special Inspections*; attach one copy to each set of drawings.
- ☐ Completed *Accessibility Compliance Form* for additions to existing structures; attach one copy to each set of drawings.
- ☐ Code and code year used for the design.
- ☐ Group and type of construction.
- ☐ Architectural plan(s) showing the dimensions and use of all rooms, including design occupant loads.
- ☐ Building height, number of stories, and floor areas.
- ☐ Building elevations (all sides).
- ☐ All fire resistance design numbers when fire-rated assemblies are required.
- ☐ Dimensions of all corridors and aisles.
- ☐ All exits.
- ☐ Door and hardware schedule, including special locking devices.
- ☐ Partition schedule.
- ☐ Floor to ceiling height and height from floor to underside of lowest structural member.
- ☐ Fire sprinkler and system monitoring information.
- ☐ Any additional details or sections necessary to accurately depict intended construction.

Structural

- ☐ Soil investigation report.
- ☐ Foundation plan.
- ☐ Footing details; minimum footing depth is 24 inches (600 mm) below grade.
- ☐ Structural framing plans and associated schedules of all levels accurately detailing all structural elements.
- ☐ Structural details of connections.
- ☐ Roof framing plan.
- ☐ Cross sections and other details to accurately depict structural system.
- ☐ List of material specifications.

- ☐ List of design load criteria, in accordance with Chapter 16 of the International Building Code, which must include the following:
 - **Floor live load**; this shall include any live load reduction factors.
 - **Roof live load**.
 - **Roof snow load**: flat-roof snow load (P_f), snow exposure factor (C_e), snow load importance factor (I), and thermal factor (C_r). The ground snow load for Fairfax County is 25 PSF (1.25 kN/m²).
 - **Wind load**: basic wind speed, wind load importance factor (I), building category, wind exposure, internal pressure coefficient, wind design pressure, and components and cladding wind pressures. The wind speed for Fairfax County is 90 mph (40 m/s).
 - **Earthquake design data**: seismic use group, spectral response coefficients (for Fairfax County, $S_{DS} = 0.20$ and $S_{D1} = 0.08$), site class, basic seismic-force-resisting system, design base shear, and analysis procedure.
 - **Special equipment loading**.

Electrical

- ☐ Clear, legible electrical floor plan showing lighting fixtures and schedules, symbol legend, equipment schedules, receptacle locations and all branch circuits. Number the branch circuits and identify each branch circuit's home-run.
- ☐ Service riser diagrams including:
 - Size of feeder conductors and insulation types, conduits and overcurrent protection.
 - Connections and sizes of emergency or stand-by generators. If the generator neutral will be switched, provide a main grounding at the generator.
 - Fire and jockey pumps.
 - Rating of the transformers (KVA), primary and secondary conductor sizes, voltage levels, grounding conductor sizes, (stating "grounding per NEC" is not enough information) and the primary and secondary overcurrent protection sizes.
 - Size of motors, air-conditioners and their branch circuit conductors and overcurrent protection.
 - Main grounding at the service to include type of main grounding electrodes, type of supplementary grounding electrodes, size of the electrode grounding conductors and where they terminate at the service location. (Stating "grounding per NEC" is insufficient.)
- ☐ Exit, emergency and battery pack lighting locations and branch circuits.
- ☐ Size, location and identification of all new and existing electrical panels and equipment.
- ☐ All panel schedules must include the following:
 - Size of panels, phases and voltage levels.
 - Breaker/fuse and conductor sizes of each branch circuit.
 - Size of the panel's main circuit breakers or fuses.
 - Indicate if panels are main circuit breakers (MCB) or main lugs only (MLO). If MLO, provide the size of the main overcurrent protection that protects the feeders that supply the MLO panels.
 - Load calculations in KVA, kW or ampere. Break the loads into total connected and demand loads, continuous and non-continuous loads. (Indicating only the branch circuit, circuit breaker, or fuse sizes does not constitute load calculations).
 - Identify the loads connected to each panel, branch circuit, circuit breaker, or fuse.
- ☐ Completed *Electrical Energy Certification Form*; attach one to each set of drawings.

Mechanical

- ☐ Symbol and abbreviation list identifying all components of the proposed mechanical system(s).
- ☐ Three (3) copies of calculations and information demonstrating compliance with ASHRAE standard 90.1 (energy standard for all buildings except low-rise residential). The signed and sealed print-out of the above standard's computer program is acceptable.
- ☐ Sufficient details of the air distribution system demonstrating compliance with the U.L. design numbers of the required fire-rated floor/ceiling and/or roof/ceiling assemblies.
- ☐ Details for boilers showing all required safety devices.
- ☐ Fire and smoke dampers and fire/smoke detection devices.

- ☐ For smoke removal/control systems, a sequence of operation and a narrative description of the functioning of the smoke purge system, a broad conceptual outline of how the system is designed to function under a variety of possible fire conditions, upper floor involvement, atriums and other areas. Show the inter relationship among fire alarm systems, suppression systems and emergency power.
- ☐ Buoyancy calculations for underground tanks of 1,000 gallon (4,000 liter) capacity or more, using a recommended minimum safety factor of 1.5 and show all supply, fill and vent pipes, valves, etc.
- ☐ Fuel oil piping in building.
- ☐ Duct and/or piping layout for the HVAC system, with the following also shown:
 - Main trunk and branch sizes.
 - Size of all registers; indicate the cfm (l/s) at each register.
 - Location of all equipment and outside air intake and exhaust air opening locations.
- ☐ Complete equipment data for the HVAC system to include make and model number, BTU (KWH) rating for heating and cooling, cfm (l/s) capacity, minimum and maximum outside air cfm (l/s), and energy efficient ratings (e.g., EER, COP, ATF, Combustion Efficiency, etc.).
- ☐ Identify economizer cycle when required by code. Provide sequence of operation.
- ☐ Heat loss and heat gain on a room by room basis with cfm (l/s), total heat loss, total heat gain and total sensible gain for apartment buildings of three stories or less and townhouses.

Plumbing

- ☐ Minimum required plumbing facilities.
- ☐ Floor plans (plan view) and riser diagrams showing the location of all plumbing fixtures, sanitary, water, storm and gas piping. Identify size, slope and type of piping material and location of all required valves.
- ☐ Fixture connection schedule including waste, vent, gas, hot and cold water connection sizes. Identify all fixture symbols used on the plans and risers. Include backflow preventers and other water control equipment.
- ☐ If the plans show film developing equipment or the discharge of chemical wastes into the drainage system, the applicant must submit a completed *Business Film Developing Form* or a *Wastewater Discharge Application* to the Wastewater Planning & Monitoring Division, 12000 Government Center Parkway in Fairfax, telephone: **703-324-5030, TTY 711**. This approval is required prior to plumbing plan review approval.
- ☐ Water pipe calculations.
- ☐ Plans showing demolition shall identify the location of cap offs and points of connection of new piping to existing piping.

Fire Protection

- ☐ Information on the following systems, if applicable,
 - Fire sprinkler, including fire pump.
 - Standpipe.
 - Fire alarm (locations and candela ratings must be shown on the electrical drawings).
 - Emergency generator.
 - Elevator recall.
 - Stairwell and elevator shaft pressurization.
 - Range hood fire protection.
 - Other specialized detection and suppression system(s).
 - Medical gas.
 - Petroleum and liquefied petroleum gas (LPG) storage tank and distribution systems.
 - Interconnection between systems.
- ☐ A list of all hazardous chemicals, liquids, or other materials to be used, handled or stored in the space. Specify the quantity of the materials to be used, handled or stored. Specify the storage method, e.g., metal drums, glass bottles, plastic jugs, or cardboard boxes.
- ☐ Fixture details, e.g., shelving, racks, stock/storage.

Health Department

☐ For offices with x-ray equipment:

- Type of machine, manufacturer's name, and model number.
- Kilovolts of machine.
- Intended use of machine.
- Approximate expected workload per week in number of exposures per machine.
- Milli-amperes per second per machine.
- Structural details of the x-ray rooms and corridors.
- Occupancy types of all adjacent areas.
- A note identifying water and sewage system types (public or private)

☐ For food service establishments:

- Food service menu.
- Details of the water heater and other equipment, including the manufacturer and the model number of each item, BTU (kilowatt) output and recovery rate (gph or ml/s) for producing 140°F (60°C) water.
- A layout of all food service equipment and plumbing fixtures for dishwashing, food preparation, food storage, service and bar areas.
- A complete itemized list of the manufacturer's name and model number of all food service equipment. (Note: all equipment must be commercial standard and NSF or UL listing).
- Plumbing riser(s) and waste water diagrams.
- Seating capacity and type of food service, i.e., carry-out, delivery or sit down.
- Finish schedule of floors, walls, and ceilings, including type of material and color. In some cases, a sample finish may be required.
- A floor plan of the entire establishment drawn to scale.
- A note identifying water and sewage system types (public or private).

☐ For hotels/motels:

- Floor plans for entire hotel/motel.
- Plan for a typical bedroom.
- Room equipment schedule.
- Baths/washroom toilets.
- Office and lobby plans.
- Foodservice plans (continental breakfast), normally submitted separately.
- Pool plans, submitted separately.
- Laundry room and equipment schedule.
- Water heating equipment: manufacturer, model number and recovery rate (gph or ml/s).
- A note identifying water and sewage system types (public or private).

☐ For private school and daycare facility (religious facilities exempt):

- Floor plans for all classrooms.
- Area of each classroom in square feet.
- Child sized toilets.
- Lavatories.
- Drinking fountain.
- Area of playground in square feet.
- Water supply system.
- Sewage disposal system.
- Staff restroom.
- A note identifying water and sewage system types (public or private).

REQUIREMENTS FOR SEALED DRAWINGS

The following quick reference charts will assist in determining if the seal and signature of a registered licensed professional licensed in the Commonwealth of Virginia is required. Each drawing sheet shall be signed, sealed and dated by the architect or engineer responsible for the design; a signed, sealed and dated cover sheet may substitute for this requirement if the cover sheet contains a table of contents. All signatures and dates must be originals; the sealed imprint may be copied.

CHART A – GENERAL DESIGN

A proposed structure which is classified within any of the categories marked "Yes" requires an A/E seal on the documents. Separate requirements apply as to when the electrical, plumbing or mechanical systems in such structures require an A/E seal (see Charts B and C).

GROUP	BRIEF DESCRIPTION	AREA (SQ. FT.)			HEIGHT (STORIES)	
		5,000 OR LESS	5,001 TO 15,000	OVER 15,000	3 OR LESS	OVER 3
A ¹	ASSEMBLY	YES	YES	YES	YES	YES
B	BUSINESS	—	YES	YES	—	YES
E	SCHOOLS & DAY CARE CENTERS	YES	YES	YES	YES	YES
F	FACTORY & INDUSTRIAL	—	—	YES	—	YES
H	HIGH HAZARD	YES	YES	YES	YES	YES
I	INSTITUTIONAL	YES	YES	YES	YES	YES
M	MERCANTILE	—	YES	YES	—	YES
R-1	HOTEL, MOTEL & DORMITORY	YES	YES	YES	YES	YES
R-2 ⁷	MULTIFAMILY RESIDENTIAL	—	—	YES	YES	YES
R-3	2 FAMILY ATTACHED	—	—	YES	—	YES
R-4	RESIDENTIAL ASSISTED LIVING	—	—	YES	—	YES
R-5	1 & 2 FAMILY DWELLINGS	—	—	YES	—	YES
S	STORAGE (NONFARM)	—	—	YES	—	YES
U	UTILITY & MISCELLANEOUS	—	—	YES	—	YES
ALL	INTERIOR DESIGN	SEE NOTE NUMBER 4				

Notes: (Apply the following notes to all categories as applicable.)

1. Churches are exempt if building does not exceed 5,000 square feet or three stories, and the occupant load does not exceed 100.
2. A local building code official may require an A/E seal even if not required to do so by this chart.
3. The law requires that, where an A/E seal is not present, the plans must be signed by the individual (not company) responsible for the design, including the individual's occupation and address.
4. Additions, remodeling or interior design defined under § 54.1-400 of the Code of Virginia might not require an A/E seal. For construction, additions or remodeling resulting in a change in occupancy, occupancy load, modification to the structural system, change in access or egress or an increase in fire hazard an A/E seal is required in accordance with § 54.1-400, although notes 1 and 2 still apply.
5. Any unique design of structural elements for floors, walls, roofs or foundations requires an A/E seal, regardless of whether or not the remainder of the plans require such certification.
6. Buildings, structures, or electrical and mechanical installations which are not otherwise exempted but which are of standard design, provided they bear the certification of a professional engineer or architect registered or licensed in another state, and provided that the design is adapted for the specific location and conformity with local codes, ordinances and regulations, and is so certified by a professional engineer or architect licensed in Virginia may not require an A/E seal.
7. One exit and three stories or less Group R-2 buildings would normally be exempted from an A/E seal except where required by Note 2. Most all other three stories or less Group R-2 multifamily buildings are required by the building officials to have A/E seals for the construction documents.

CHART B – ELECTRICAL DESIGN

A proposed electrical system which is classified within any of the categories marked "Yes" requires an A/E seal on the construction documents. Those NOT marked "Yes" may not require an A/E seal only if designed by a licensed master electrician or Class A electrical contractor (see Notes 2 and 3). Separate requirements apply as to whether the mechanical systems or the general design of such structures require an A/E seal (see Charts A and C).

GROUP	BRIEF DESCRIPTION	HEIGHT (STORIES)		OCCUPANT LOAD		VOLTS		AMPS	
		3 OR LESS	OVER 3	100 OR LESS	OVER 100	600 OR LESS	OVER 600	800 OR LESS	OVER 800
A-1	THEATERS	—	YES	—	YES	—	YES	—	YES
A-2	RESTAURANTS, NIGHTCLUBS	—	YES	—	—	—	YES	—	YES
A-3	DANCE HALLS, CHURCHES	—	YES	—	—	—	YES	—	YES
A-5	GRANDSTANDS, ETC.	—	YES	—	—	—	YES	—	YES
B	BUSINESS	—	YES	—	—	—	YES	—	YES
E	SCHOOLS	YES	YES	YES	YES	YES	YES	YES	YES
F	FACTORY & INDUSTRIAL	—	YES	—	—	—	YES	—	YES
H	HIGH HAZARD	YES	YES	YES	YES	YES	YES	YES	YES
I	INSTITUTIONAL (I-1, I-2 & I-3)	YES	YES	YES	YES	YES	YES	YES	YES
I-4	DAY CARE/NURSERIES	—	YES	—	YES	—	YES	—	YES
M	MERCANTILE	—	YES	—	—	—	YES	—	YES
R	RESIDENTIAL	—	YES	—	YES	—	YES	—	YES
S	STORAGE	—	YES	—	—	—	YES	—	YES
U	UTILITY & MISCELLANEOUS	—	YES	—	—	—	YES	—	YES

Notes: (Apply the following notes to all categories as applicable.)

1. A local building official may require an A/E seal for electrical work even if not required to do so by this chart.
2. The law requires that, where an A/E seal is not present, the plans must be signed by the individual (not company) responsible for the design, including the individual's occupation and address.
3. The above chart applies both to new construction and to additions or remodeling.
4. The exemption for electrical contractors and electricians is applicable only when both design and installation are under their direction or control.

CHART C – PLUMBING AND MECHANICAL DESIGN

A proposed plumbing or mechanical system which is classified within any of the categories marked "Yes" requires an A/E seal on the construction documents. Those NOT marked "Yes" may not require an A/E seal only if designed by a person licensed as a master plumber, master mechanical worker, or Class A contractor in those specialties by written examination (see Notes 3 and 5). Separate requirements apply as to whether the electrical system or the general design of such structures requires an A/E seal (see Charts A and B).

GROUP	BRIEF DESCRIPTION	HEIGHT (STORIES)		OCCUPANT LOAD		THRESHOLD LEVEL ¹	
		3 OR LESS	OVER 3	100 OR LESS	OVER 100	BELOW	ABOVE
A-1	THEATERS	—	YES	—	YES	—	YES
A-2	RESTAURANTS, NIGHTCLUBS	—	YES	—	—	—	YES
A-3	DANCE HALLS, CHURCHES	—	YES	—	—	—	YES
A-5	GRANDSTANDS, ETC.	—	YES	—	—	—	YES
B	BUSINESS	—	YES	—	—	—	YES
E	SCHOOLS	YES	YES	YES	YES	YES	YES
F	FACTORY & INDUSTRIAL	—	YES	—	—	—	YES
H	HIGH HAZARD	YES	YES	YES	YES	YES	YES
I	INSTITUTIONAL (I-1, I-2 & I-3)	YES	YES	YES	YES	YES	YES
I-4	DAY CARE	—	YES	—	YES	—	YES
M	MERCANTILE	—	YES	—	—	—	YES
R	RESIDENTIAL	—	YES	—	YES	—	YES
S	STORAGE	—	YES	—	—	—	YES
U	UTILITY & MISCELLANEOUS	—	YES	—	—	—	YES

Notes: (Apply the following notes to all categories as applicable.)

1. The "Threshold Level" is defined in the law as "Plumbing and mechanical systems using packaged mechanical equipment, such as equipment of cataloged standard design which has been coordinated and tested by the manufacturer, which comply

with all applicable codes. These mechanical systems shall not exceed gauge pressures of 125 pounds per square inch, other than refrigeration, or temperatures other than flue gas of 300° F (150° C)"

2. A local building official may require an A/E seal for plumbing and mechanical systems even if not required to do so by this chart.
3. The law requires that, where an A/E seal is not present, the plans must be signed by the individual (not company) responsible for the design, including the individual's occupation and address.
4. The above chart applies to both new construction and to additions or remodeling.
5. The exemptions for plumbers, HVAC workers, and mechanical contractors are applicable only when both design and installation are under his/her direction or control.

OBTAINING A BUILDING PERMIT

FEES

- **Fire Marshal fees** are assessed by the Fire Prevention Division plan reviewer located on the 3rd floor of the Herrity Building. Call the Fire Prevention Division at **703-246-4800, TTY 711** to obtain information regarding the fee structure.
- **Building permit fees** are based on building area. A filing fee (35% of the building permit fee) must be paid at the time of application for the building permit. Call the Permit Application Center at **703-222-0801, TTY 711** to obtain information regarding the fee structure or visit www.fairfaxcounty.gov/living/construction.
- **A correction and/or revision fee** of \$125 per review is assessed for each plan review discipline after the initial review.
- **Mechanical, electrical, and plumbing permit fees** (assessed after the building permit has been issued) are based on the equipment installed. Contact the Permit Application Center or visit the County website for more information.
- **Health Department fees** are assessed for well/septic permits and for related plan reviews. Call **703-246-2201, TTY 711** for more information.
- For **public water fees**, contact the Fairfax County Water Authority at **703-698-5600, TTY 703-698-7025**. For **sewer connection fees**, contact the Wastewater Planning and Monitoring Division at **703-324-5015, TTY 711**.

It is possible that your property is within the service area of one of the following jurisdictions which provide water and/or sewer services to some properties within Fairfax County. Please use the telephone numbers below to obtain more information.

Alexandria	703-838-4488, TTY 711
Fairfax City	703-385-7915, TTY 711
Falls Church	703-284-5071, TTY 711
Herndon	703-435-6853, TTY 711
Vienna	703-255-6385, TTY 703-255-5735

PERMIT PROCESS

1. Submit a completed *Building Shell/Fee Assessment Submittal Form* (additions exempt) to the Fire Prevention Division plan reviewer at the Building Plan Review on the 3rd floor of the Herrity Building. This form, available at the Permit Application Center and online at www.fairfaxcounty.gov/dpwes/forms, may be processed while you wait.
2. Submit the completed construction documents, prepared site plan, the processed *Building Shell/Fee Assessment Submittal Form* (if required) and a completed building permit application to the Permit Application Center on the 2nd floor of the Herrity Building.

HELPFUL HINT: You may submit plans reviewed under the *Expedited Building Plan Review Program* directly to the public counter in Room 324 of the Herrity Building.

3. Once the filing and Fire Marshal fees are paid, the construction documents will be forwarded internally to the appropriate reviewing agencies: Building Plan Review, Fire Prevention Division, Health Department (if applicable).
4. When all reviews have been completed, the drawings will be available for pick-up at the public counter in Room 324 of the Herrity Building. If the drawings are not approved by one or more agencies, corrections must be made to achieve compliance. Review comments from the Health

Department will be attached to the plans; comments from the Fire Prevention Division and Building Plan Review will be available on the county website at www.fairfaxcounty.gov/fido.

HELPFUL HINT: To learn the status of your plans during the review process, go to the County website at www.fairfaxcounty.gov/fido, call the automated telephone line at **703-222-5155**, or, during business hours, call **703-222-0114, TTY 711**.

5. If the building requires special inspections, then a pre-construction meeting is required and must be held after the approval of the building plans and prior to the issuance of the building permit. To arrange a pre-construction meeting, contact the Critical Structures Section at **703-324-1060, TTY 711**.
6. Prior to the issuance of the permit, the building permit application must be approved by the required review agencies with signatures placed on the lines adjacent to their corresponding departments as listed below.
 - Zoning Review: the Zoning Permit Review Branch will sign off after the site plan has been reviewed and approved for zoning-related issues.
 - Site Permits: the Site Permits Section will sign off after the site plan is approved and bonded.
 - Sanitation: the Wastewater Planning and Monitoring Division will sign off after payment of all sewer fees and fixture unit fees.
 - Health Department (if applicable) will sign off after their review and approval of plans.
 - Building Plan Review will sign off only after all other signatures have been obtained and the building plans are approved.
7. Once the building plans are approved and you have obtained the appropriate signatures on the building permit application, two copies of the approved plans will be released to you at the public counter in Room 324 of the Herrity Building.
8. The technicians at the "Log-out" station and Cashier's Office on the 2nd floor of the Herrity Building will complete the permit process, accept final payment and issue the building permit.

AFTER OBTAINING A BUILDING PERMIT

ELECTRICAL, MECHANICAL AND PLUMBING PERMITS

Electrical, Mechanical and Plumbing permits are generally issued based on previous approval of plans submitted with the building permit application. Separate permits are issued for fire protection items.

SHOP DRAWINGS (fabrication and erection documents)

- Three sets of detailed shop drawings for all fire alarm systems, sprinkler systems, range hoods and/or other fire protection systems, including flammable/combustible liquids tanks, must be submitted to the Fire Prevention Division, 4100 Chain Bridge Road, 3rd Floor, Fairfax, telephone: **703-246-4800, TTY 711**. Include in your submission manufacturers' cut sheets, model numbers, calculations, etc..
- Two sets of detailed shop drawings detailing the main structural reinforcing system as part of the Special Inspections Program must be submitted to the Critical Structures Section in Suite 315 of the Herrity Building. Call **703-324-1060, TTY 711** for more information.

INSPECTIONS

Once permits are issued, construction may commence. Inspections are required by the USBC to ensure that the structure and the electrical, plumbing, gas, and mechanical systems conform to the approved plans and meet the intent of the code. **A copy of the approved site plan and building plans must be on the job site and must be available to the inspector during each inspection or no inspection will be performed.**

SCHEDULING AN INSPECTION

It is the responsibility of the permit holder or the permit holder's representative to notify the county when the stages of construction are reached that require an inspection. Ladders, scaffolds, and testing equipment required to complete an inspection must be provided. Inspection requests may be made using the methods listed below; please have your permit number available when scheduling an inspection. Requests made prior to 11:59 p.m. on automated systems will be scheduled for the next workday.

- Inspection Request Center: **703-222-0455, TTY 711**, 8 a.m. to 4:30 p.m., Monday – Thursday, and 9:15 a.m. to 4:30 p.m. on Fridays.
- Fairfax Inspections Database Online (FIDO): ***www.fairfaxcounty.gov/fido*** or call **703-222-2474**, 24 hours a day, seven days a week.
- Fire Marshal inspections for sprinkler, alarm, and all other fire protection systems must be completed prior to occupancy. Approved shop drawings must be on site. To schedule a Fire Marshal inspection, contact the Fire Prevention Division at **703-246-4821, TTY 711**.
- Tank inspections regulated by the Fire Prevention Division can be scheduled by calling **703-246-4849, TTY 711**.
- Inspections of facilities regulated by the Health Department can be scheduled by calling **703-246-2510, TTY 711**.

REQUIREMENTS FOR PUBLIC UTILITIES

You must call "*Miss Utility*," a free service, at **1-800-552-7001, TTY 711** before excavating to ensure that the construction does not interfere with underground utility lines. If you fail to contact Miss Utility and damage occurs, you will be liable for all costs of repair.

PLAN REVISIONS

Plan revisions (alterations made after permit issuance) require approval by the appropriate reviewing agencies. Revised drawings must be made on new sheets with a minimum size of 21" x 30"; details on 8¹/₂" x 11" paper stapled to the construction documents are not accepted. Submit revised plans at the public counter in Room 324 of the Herrity Building.

Fairfax County is committed to a policy of nondiscrimination in all county programs, services and activities and will provide this document in alternative formats and in different languages upon request. Please call 703-324-5033, TTY 711 or write Department of Public Works and Environmental Services, Suite 659, 12055 Government Center Parkway, Fairfax, VA 22035-5506. Please allow at least seven working days for preparation of material.

